



SAFEGUARDING YOUR PERSONAL AND FINANCIAL RECORDS

When disaster strikes, your immediate concern will be your safety and the safety of those you care about. Once the immediate danger passes, however, having your financial and medical records and important contact information will be crucial to help you start the recovery process quickly.

Taking time now to safeguard these critical documents will give you peace of mind, ensure you have access to essential medical and prescription information, and help you avoid additional stress during the difficult days following a disaster.

Gather your personal and financial documents. Use the checklist below as a guide to help you gather and organize your valuable documents. Put copies of your documents in a waterproof, portable emergency supply kit. Store all original documents, photographs and computer USB and external hard drives in an off-site safety deposit box. Be sure to keep this key in a secure place.

Important Records

- **Personal**
 - Military ID cards
 - Birth certificate
 - Marriage licenses and divorce records
 - Social Security cards
 - Passports
 - Citizenship papers
 - Medical records
 - Wills
 - Vehicle registration/ownership records
 - Power(s) of attorney (personal/property)
- **Financial**
 - Tax returns and property tax statement
 - Bank/credit union statements
 - Credit/debit card statements
 - Retirement accounts
 - Investment accounts
 - All income records (including government benefits, child support and alimony)
 - Mortgage statement or lease
 - Bills (electricity, gas, water, etc.)

- **Insurance**
 - Health insurance card
 - Insurance statements (property, rental, auto and life)

Preparing Your Records for an Emergency

- Make sure you have dated copies of all important personal, financial and insurance records.
- If possible, make electronic copies and store them on USB or external Hard Drive to be placed in your emergency supply kit.
- Place important records in a waterproof/fireproof container to be taken with you in case of an emergency or store them in a bank safe deposit box.

Where to Find Additional Information

- Federal Emergency Management Agency (FEMA): <https://www.ready.gov/financial-preparedness>
- Emergency Financial First Aid Kit (EFFAK): <https://www.fema.gov/media-library/assets/documents/96123#>
- Ready Army: <https://www.army.mil/ready>

It's up to you. Prepare strong. Develop an emergency supply kit with enough supplies for at least three days, make an emergency plan with your family and be informed about what might happen.

These fact sheets are intended to supplement predetermined plans and policies. Follow state, local, installation and command guidance related to threats and hazards.

